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20 July 1959

MEMORANDUM FOR: Special Assistant, CR

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SUBJECT : Comments on Machine Listing of [ ] for  
Meeting of the Systems Sub-Committee of the Agency  
Planning Group.

1. In response to your request the following combined opinions and comments of DD and MD are submitted under the headings of a) dissemination, b) coding, and c) the machine listing for the DD/I.

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- a. Dissemination: The original plan of the [ ] proposed dissemination by the subject and area codes assigned. On receipt, the reports were issued as [ ] which changed the method of dissemination to pattern standard performed by the Cable Secretariat as indicated by FI Area Desks. We therefore feel that the codes are serving no useful purpose in dissemination. We recommend that if the codes are to be used for dissemination that the reports not be issued as [ ]

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- b. Coding: In as much as codes are not used in dissemination, we recommend that the coding be done on receipt of the reports in OCR/DD in lieu of coding at the Cable Secretariat. Our reasons follow:

- (1) Time expended is wasteful. A time record was kept on 43 documents and our document analyst determined that she spent a total of 39 hours (approximately 55 minutes per document). The actual coding of each report requires an average of 20 minutes per report and the traveling to and from the Cable Secretariat and waiting for clarification of administration details at initial receipt point accounted for the remainder of time. Shortage of manpower in the DD coding staff makes this time expenditure crucial.
- (2) Second coding and expansion of title or abstract is necessary in OCR/DD. Coding is done from the tape write out before editing by the area desk. Desk editors frequently eliminate parts or reduce the original report to such extent that the codes do not reflect the contents of the report. (Ex: a 2 page report was recently reduced to 3 sentences. Twelve codes were used, the ultimate report required 1.) Coders in OCR/DD occasionally have to correct or change codes because the original coder does not have benefit of reference tools normally used in coding and because of security can not call her home office for clarification.

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- (3) The DD/P area desks frequently do not release [ ] reports. On the attached June listing of reports 53 of the 119 reports listed were not released, although they were coded. If this percentage were extended to regular CS coding, DD would have to code 8,000 reports each month to keep current with 4,000 reports released. DD does not have the manpower to add any sizeable number of reports to its daily work load at this time. Release by area desks is often delayed 1-3 weeks, thereby reducing effectiveness of program.
- (4) The response to coding on the IRS's has been negligible. In the June listing, there were only 11 reports on which comments were made. Only one research analyst commented that the coding was inadequate and added codes which were incorrect through lack of knowledge on the ISC.

c. The Machine Listing for the DD/I:

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- (1) If the listing is to serve a useful purpose to the [ ] Committee, a summary tabulation of replies to each question on the IRS would provide a basis on which to judge the value of the project.
- (2) We feel that the listing should show the total dissemination of [ ] and the percentage of IRS's in relation to the total dissemination so the complete user reaction can be judged.

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Chief, Document Division

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Chief, Machine Division

cc: Analysis Branch

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